

Check Expense Report Status

SharePoint Quick Guide

Complete the following steps to check the current status of your expense report.

Step #1: Enter
https://sp.eota.energy.gov
gov into your browser
URL bar, then press
← Enter key on your
keyboard

Step #2: Enter current **Username** and

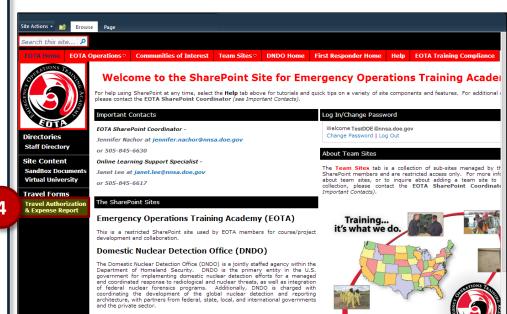
Password

Step #3: Click Sign In





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Radiological Assistance Program (First Responders)



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Step #5: The My Travel Dashboard will appear displaying the status of each submitted report

Quick Tip: If necessary, click on the desired expense report to open, edit, save, and or print the report.

5 Closed Status: Expense Report has been submitted to the Government for payment.



Finalize Status:
Travel Approval Form is waiting for you to complete travel and enter your ACTUAL expenses.

7 FMT Approval Status: Travel Approval is waiting for Government approval. Mick Kelleher Expenses7221818

Mick Kelleher Expenses7221818

Wyoming FSE Final Planning Meeting IND Sustainment

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8 FMT Pending
Status: Travel
Approval is on hold
pending Government
approval.

Form Status : FMT Pending (1)

Mick Kelleher Expenses72218

Operation Safe Haven Full Scale Exercise

9 Manager
Approval Status:
Travel Approval is waiting for EOTA
Program Manager approval.

Mick Kelleher Expenses722181854
Mick Kelleher Expenses722204339

Northern Border Initiative (NBI) Full Scale Exercise (FSE)

Operation Safe Haven



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